



## Quick Look at Claiming Your Site

Use this Quick Look Guide to learn how to Join as a Community Partner and Claim your organization's site on **kynect resources**

## Steps to Onboard



**kynect resources** provides organizations tools to manage referral activity.

To respond to referrals, access assessment and view residents' information, users must complete onboarding steps to access these tools.

### Step 1: Claim Site on **kynect resources**

Reviewed and approved by  
local United Way chapters

### Step 2: KOG Account Set up

A link inviting user to create a  
**KOG account** is sent upon  
approval of the site claim.  
Those with **existing KOG account**  
must also use this link to obtain  
the credentials to access **kynect**  
**resources**

### Step 3: Complete required training

Complete brief system  
trainings

- Privacy and Security
- kynect programs Overview
- System Navigation

Complete First time log in

# Step 1: Claim your site



[Join as a Community Partner](#)



Click the **Join as a Community Partner** link in the footer of [kynect.ky.gov/resources](https://kynect.ky.gov/resources)

**My situation is different**

Show me more


The expanded kynect is working to keep every Kentuckian safe, healthy and happy.

Go to [kynect.ky.gov](https://kynect.ky.gov) to see all your options.

# Welcome Community Partners

[https://kynect.ky.gov/resources/s/get-started?language=en\\_US](https://kynect.ky.gov/resources/s/get-started?language=en_US)

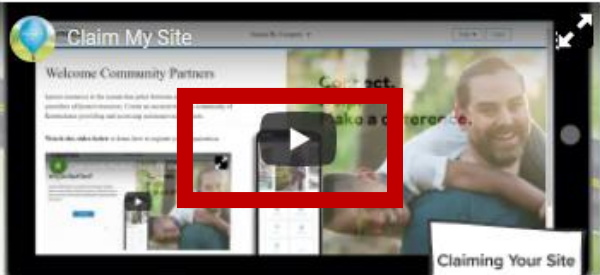


Search By Category ▾Help ▾Login


## Welcome Community Partners

kynect resources is the connection point between members, partners, and providers of kynect resources. Create an account to join a community of Kentuckians providing and accessing assistance and services.


Watch this video below to learn how to register your organization.



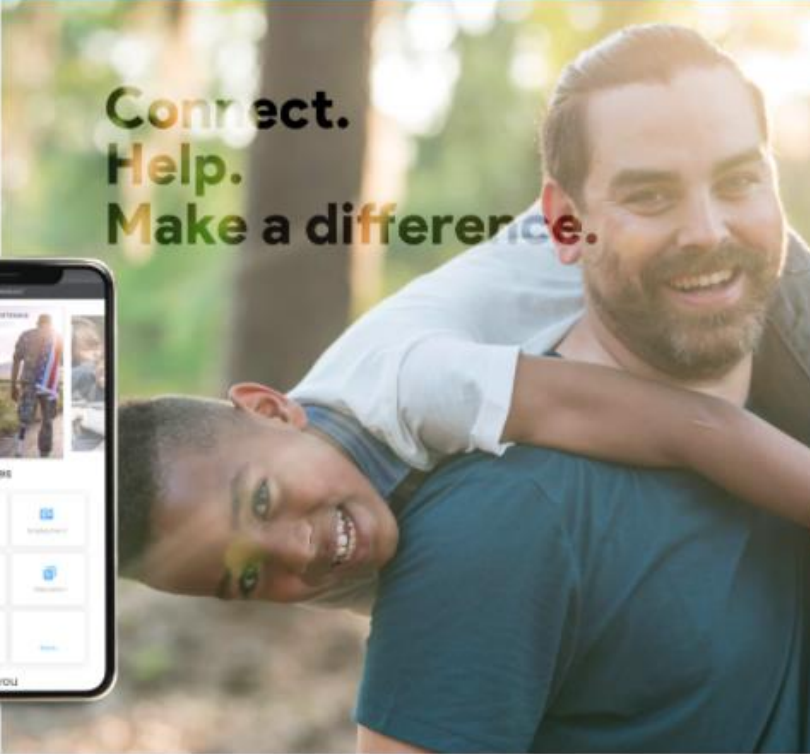
Claiming Your Site



Get Started



A solution for you



**Connect.  
Help.  
Make a difference.**

The expanded kynect is working to keep every Kentuckian safe, healthy and happy.

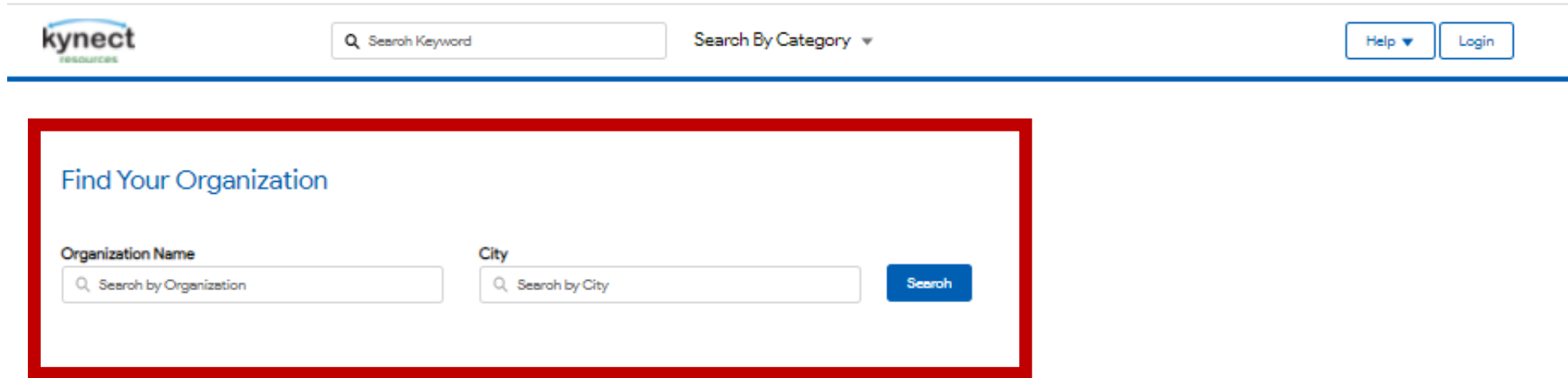
Go to [kynect.ky.gov](https://kynect.ky.gov) to see all your options.

The Welcome page offers a six-minute video with step-by-step view of Claiming Your Site.

Click **Get Started** to find your Organization

# Search Organization

[https://kynect.ky.gov/resources/s/searchorganization?language=en\\_US](https://kynect.ky.gov/resources/s/searchorganization?language=en_US)



The screenshot shows the top navigation bar of the kynect resources website. It includes the kynect resources logo on the left, a search bar with the placeholder text "Search Keyword", a "Search By Category" dropdown menu, and "Help" and "Login" buttons on the right. Below the navigation bar is a red-bordered box containing the "Find Your Organization" section. This section has two input fields: "Organization Name" with the placeholder "Search by Organization" and "City" with the placeholder "Search by City". A blue "Search" button is located to the right of the "City" field.


Enter the Organization name in the search field and click **Search**. Organizations can be searched by Name or by City.

**Please Note:** *The Organization may be under a full name or abbreviated name. Example: Search CHFS if Cabinet for Health and Family Services is not found.*

# Search Organization

[https://kynect.ky.gov/resources/s/searchorganization?language=en\\_US](https://kynect.ky.gov/resources/s/searchorganization?language=en_US)



Search By Category ▾Help ▾Login

[Add organization](#)

## Select your organization below

Organization Name

City

Search

I can't find my organization

<b>BROOK HOSPITALS</b> PartnerOrg	8521 LaGrange Road, Louisville, Kentucky, 40242	<a href="https://thebrookhospitals.com">https://thebrookhospitals.com</a>	Select
<b>CARROLL COUNTY MEMORIAL HOSPITAL</b> PartnerOrg	309 11th Street, Carrollton, Kentucky, 41008	<a href="http://www.ccmhosp.com">http://www.ccmhosp.com</a>	Select
<b>CHI SAINT JOSEPH HEALTH - FLAGET MEMORIAL HOSPITAL</b> PartnerOrg	4305 New Shepherdsville Road (Hwy 245), Bardstown, Kentucky, 40004	<a href="https://www.chisaintjosephhealth.org/flaget-...">https://www.chisaintjosephhealth.org/flaget-...</a>	Select
<b>CLARK MEMORIAL HOSPITAL</b> PartnerOrg	1220 Missouri Avenue, Jeffersonville, Indiana, 47131	<a href="http://www.clarkmemorial.org">http://www.clarkmemorial.org</a>	Select
<b>Cumberland Hall Hospital</b> PartnerOrg	270 Walton Way, Hopkinsville, Kentucky, 42240	<a href="https://www.cumberlandhallhospital.com/">https://www.cumberlandhallhospital.com/</a>	Select

Load More

Click **Select** to Claim the Organization.

If the organization is not displayed, click **Load More** to display additional organizations.

If the organization is not found, click **I can't find my organization**. This will prompt user to call 2-1-1 to request the organization be added



# Claim Site Request

[https://kynect.ky.gov/resources/s/searchorganization?language=en\\_US](https://kynect.ky.gov/resources/s/searchorganization?language=en_US)



**kynect** resources

Search Keyword

Search By Category

Help Login

## Claim Site Request

Add contact information

BROOK HOSPITALS  
PartnerOrg  
8521 LeGrange Road  
Louisville, Kentucky, 40242  
<https://thebrookhospitals.com>

\* First Name

\* Last Name

\* Company Email address  
youraddress@company.com

\* Phone Number

\* Terms and Conditions  
By continuing, you agree you have the authority to claim this account on behalf of this community partner. You agree to KY [Terms of Service](#) and [Privacy Policy](#).  
You also understand that KY may send marketing emails regarding KY's products, services, and events. You can unsubscribe at any time.

☐ I have read and agree to the terms and policies

Back Continue

\* Role in your organization  
Manager

How did you hear about kynect resources

☐ From a State  
☐ From an Assister  
☐ From another community  
☐ From Commonwealth  
☐ Other

☐ My organization offers volunteer opportunities, which we would like to share online for residents to apply.

**Claim Site Request form must be completed by entering information into the required fields as indicated by a red asterisk \***

**Click Continue**

**kynect** resources

Search Keyword  Search By Category

Help  Login

Add organization

Select your organization below

Organization Name  City

<b>BROOK HOSPITALS</b> PartnerOrg	8521 LaGrange Road, Louisville, Kentucky, 40228 <a href="https://thebrookhospitals.com">https://thebrookhospitals.com</a>	<input type="button" value="Select"/>
<b>CARROLL COUNTY MEMORIAL HOSPITAL</b> PartnerOrg	3000 Carroll County Memorial Hospital Cass, Kentucky, 40305	<input type="button" value="Select"/>
<b>CHI SAINT JOSEPH HEALTH - FLAGET MEMORIAL HOSPITAL</b> PartnerOrg	4300 Flaget Memorial Hospital Baltimore, Maryland, 21206	<input type="button" value="Select"/>
<b>CLARK MEMORIAL HOSPITAL</b> PartnerOrg	1220 Missouri Avenue Jeffersonville, Indiana, 47131 <a href="http://www.clarkmemorial.org">http://www.clarkmemorial.org</a>	<input type="button" value="Select"/>
<b>Cumberland Hall Hospital</b> PartnerOrg	270 Walton Way, Hopkinsville, Kentucky, 42240 <a href="https://www.cumberlandhallhospital.com/">https://www.cumberlandhallhospital.com/</a>	<input type="button" value="Select"/>

**Can't Find Your Organization?**

Call 2-1-1 to add your organization to the United Way 211 directory.  
Once your organization has been added, come back and proceed with submitting an access request.

If the organization is not listed. **Dial 2-1-1**


A United Way coordinator will gather the organization details and add the organization to **kynect resources**



## Site already Claimed



If the organization has already been claimed, a grayed, inactive button is displayed in the search results. The person in the organization who claimed the site, may add staff. If the person who claimed the organization is unknown or no longer with the organization, please email [kynectresources@ky.gov](mailto:kynectresources@ky.gov)

Search By Category ▾Help ▾Login

[Add organization](#)  
**Select your organization below**

Organization Name

City

Search

I can't find my organization

**HENRY COUNTY HEALTH DEPARTMENT**  
PartnerOrg

75 Park Road,  
New Castle, Kentucky, 40050

<https://www.nodhd.com>

Claimed

## Step 2: Onboarding Email KOG Account

Upon approval of the Claim Site Request, **kynect resources** will send a Welcome email with next steps to complete Onboarding

**Important Note:** Users with an existing Kentucky Online Gateway (KOG) account **MUST** use the link specified in the Welcome email message.

This assigns the correct role in **kynect resources** and adds the kynect Staff Portal widget to the KOG homepage.



Hello Pat Fernandez,

Welcome to **kynect resources**! You are now able to complete the remainder of the onboarding process.

Click [here](#) to start the Kentucky Online Gateway (KOG) registration for the first time. If you already have a KOG account, please log-in to that account [here](#).

*This is a time sensitive link, so please complete these steps within 24 hours of clicking the link.*

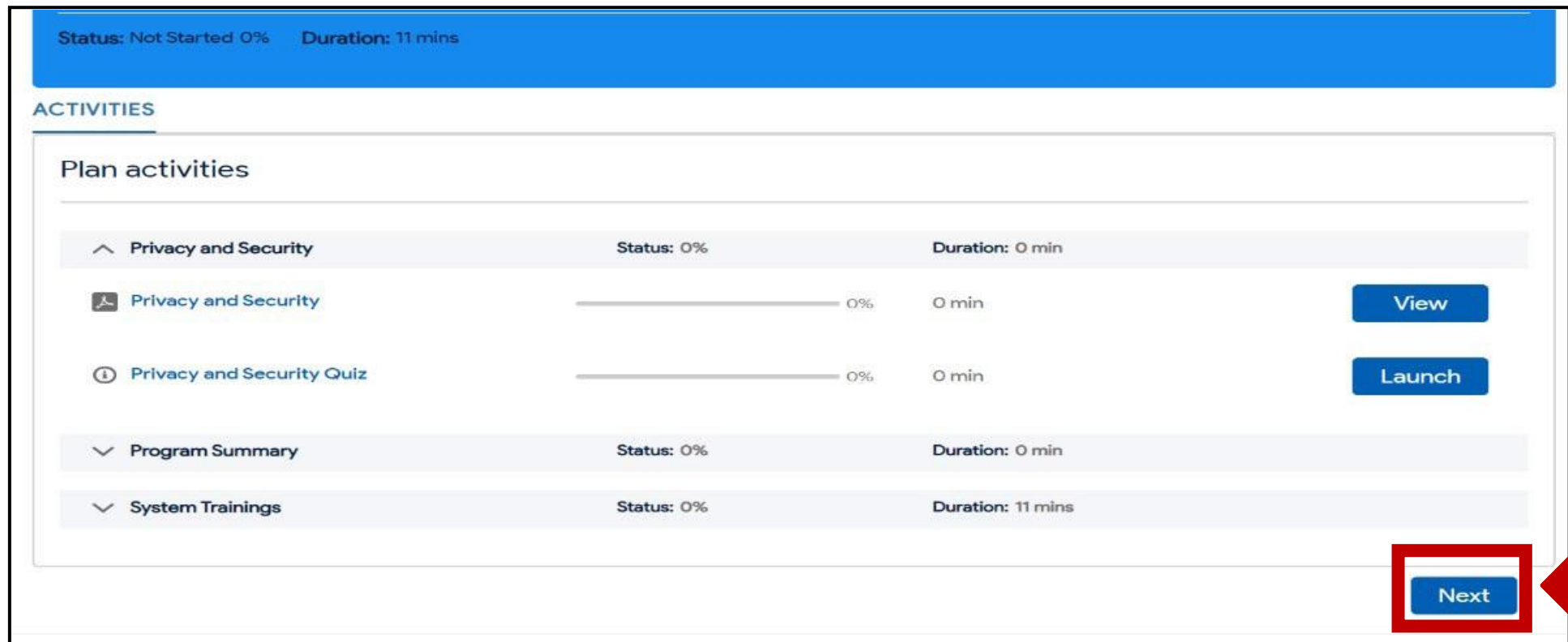
Please note that you will be asked to confirm your identity via individual specific questions generated by the system. This step ensures access security and is confidential. Verifying your identity is a required step to complete your onboarding to kynect resources. The information is secure and not used for any other purposes.

## Step 3: Required kynect resources Training



Upon log in, three required training modules will be displayed. Click **Launch** to begin each training.

Upon completion of the Privacy and Security, Program Summary, and System Trainings, click **Next** to complete this step.



The screenshot displays the 'Plan activities' section of the Kynect Resources training interface. At the top, a blue header bar shows 'Status: Not Started 0%' and 'Duration: 11 mins'. Below this, the 'ACTIVITIES' section is titled. The main content area lists four activities:

Activity	Status	Duration	Action
Privacy and Security	0%	0 min	
Privacy and Security	0%	0 min	View
Privacy and Security Quiz	0%	0 min	Launch
Program Summary	0%	0 min	
System Trainings	0%	11 mins	

At the bottom right of the interface, a blue button labeled 'Next' is highlighted with a red square and a red arrow pointing to it.

TEST

FAQ | Help | English

**Citizen (or) Business Partner Sign In**

Sign in with your Kentucky Online Gateway Account.

Email Address  
joan.hall@dispostable.com

Password  
..... [Forgot/Reset Password?](#)

**SIGN IN**

[Resend Account Verification Email](#)

**WARNING**

This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

Onboarding is complete.

The kynect Staff Portal is now a tile on the KOG homepage.

Click **Launch** to access **kynect resources**.

My Apps

Search for Applications ... **QSearch**

C D E F G H I J K L M N O P Q R S T U V W X

**Resources Community Portal**

Portal for community partners to connect with resources

**Launch**

**kynect Staff Portal**

Portal for managing the organization claim request

**Launch**

# Adding Staff



One of the first steps organizations take after completing onboarding is to add other team members.

From the log in screen, select the **Staff** link in **My Workspace**.

Click **Add User** to add staff members.

My Workspace

Referral Inbox

Referral Outbox

Referral Dashboard

Reports

Client Search

My Favorites

Organization

Resources

**Staff**

Team

All Locations

Add User

First Name	Last Name	Primary Location	Role	Training Complete	Phone No.	Status	View
Julie	Macaron	Albany, Tri-County Ani...	Admin	Not Complete	(895) 412-3695	Active	▼
Test	Test		Admin	Not Complete	(434) 564-5645	Active	▼
Tracy	Williams	Albany, Tri-County Ani...	Admin	Not Complete	(317) 517-1461	Active	▼

**Note:** To manage added staff members, use the **View drop down** to open staff record. Here Admin users may change status to inactive for staff that is no longer employed or no longer require access to **kynect resources**.



# Adding Staff



Enter the staff member's information into the **Team Members Details** screen. Assign the Team Member either **Admin** or **Staff Permissions** and click **Save**. The added staff member will receive the onboarding email from **kynect resources** to complete their onboarding steps.

Team Member Details

Contact

\* First Name

\* Last Name

\* Email Address

\* Phone Number

User Details

\* Primary Location

None

\* Status

Active

\* Permissions

None

None

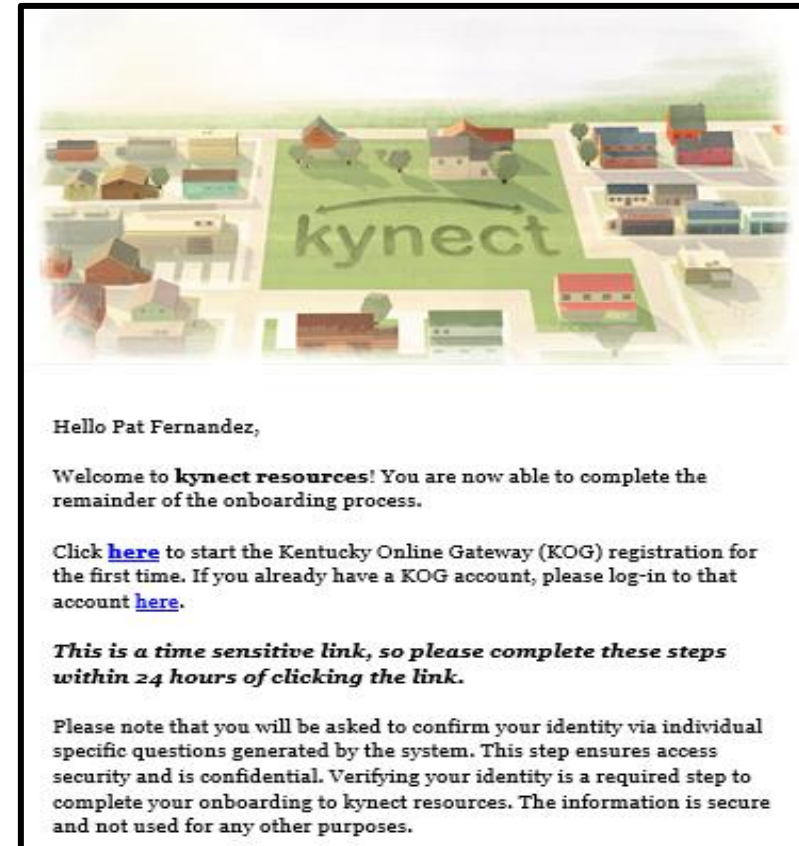
Admin

Staff

Cancel

Save

**Admin Permission** allows user to edit Organization details, add other staff, and add or remove resources.







# Thank you

For additional support, please use the Help section in **kynect resources** or email [kynectresources@ky.gov](mailto:kynectresources@ky.gov)